

TECHNICAL BID EVALUATION
Of
{Commodity or Service}
for
{Work Order No.}
{Reference Purchase Request and Revision}

REV.	DATE	REASON FOR REVISION	BY	CHECKED	APPROVED

1.0 INTRODUCTION

[List/describe: - the vendors from whom the bids were solicited
- the Purchase Request Number., and material being procured
- each bidder's name, bid no., and bid receipt date
- identify no-bidders, and state reason(s) for no-bid, if known
- dates of each bidder's supplemental submittals]

2.0 RECOMMENDATION

[Identify the acceptable bidder or bidders briefly stating the basis for recommendation. Identify who did not make the short list, and state why.]

3.0 TECHNICAL SUMMARY

[Provide a narrative of the major technical features of the offering from each bidder (including initial and supplemental submittals). Evaluate each bid for compliance with bid documents and its technical acceptability or otherwise for the particular application. Discuss major exceptions stated or identified during the evaluation, and indicate whether exceptions (or exceptions with clarifications) are technically acceptable or unacceptable. Include reasons for conclusions. Place document number/revision on each page of the Technical Bid Evaluation, Technical Bid Summary, and any attachments. The approval on the cover sheet indicates approval of the Technical Bid Summary and attachments.]

- Bidder A
- Bidder B
- Bidder C
- Bidder D

Technical Summary of Bids (Exhibit B)

[Use Technical Summary of Bids form (Exhibit B), as Attachment 1, if in the opinion of the RE and/or reviewers, it will aid in understanding the similarities and differences among equipment being offered by the bidders, and support "technically acceptable" or "technically unacceptable" determination. In case of sole-source bids, the form need not be completed. Address the details of each bid in response to the technical requirements of the specification or purchase request. The categories shown on the form under **SPECIFICATION OR PURCHASE REQUEST REQUIREMENTS** are for illustration only, and will depend upon the specific commodity. Attach supporting documentation, if appropriate, as Attachment 2.]

Note: As an option, a weight factor can be assigned to each specification/purchase request requirement. The Manager of Engineering shall approve the assignment of the weight factors, prior to the technical evaluation. The weight factor evaluation is to be document using Exhibit B.

4.0 PRICE ADJUSTMENTS

[Address the price adjustments for each bidder (may be limited to only the finalists), clearly identifying the options and stating whether each is to be included or excluded in the commercial evaluation. Sample table format for technical adjustments to the bids:]

TABLE OF PRICE ADJUSTMENTS

ITEM		BIDDER A	BIDDER B	BIDDER C	ACTION
1	Chrome Plating	Adder, fax dated 10/1, item 4	Included in base bid	Adder, fax dated 10/5, item 2	Include
2	Provide extra drive belt	Included in base bid	Adder, fax dated 10/6 item 1	Adder, fax dated 10/5, item 1	Do Not Include
3	Increase pump capacity to 1000 gpm	No charge	No charge	Adder, fax dated 10/5, item 3	Include
4	Use supplier's standard paint color	Deduct, fax dated 10/1, item 2	Deduct, fax dated 10/6, item 2	Deduct, written conformation not received	Open, See Section 5.0
5	Use Sears paint	Deduct, fax dated 10/1, item 2	Deduct, fax dated 10/6, item 2	No \$ change	Open, See Section 5.0

5.0 OPEN ISSUES

[Identify any open issues affecting the technical acceptability or price of a bid. Open issues should be clear concise statements. Avoid subjective or open-ended statements. Identify the responsible party who has the action to close the open issue.]

ATTACHMENTS:

1. Technical Summary of Bids
2. Supporting Documentation (as appropriate)